



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support Supervisor

Details

Job ID : 295

Title : Administrative Support Supervisor

Job Code : 810

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Drug Court
- Pretrial Services

Purpose

RESPONSIBLE FOR SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF BY COORDINATING DAILY OPERATIONS OF CENTRAL STAFF.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE OFFICE EXPERIENCE WITH AT LEAST 3 YEARS WITH THE COURTS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: SUPERVISORY EXPERIENCE

Job Duties

- DAY TO DAY SUPERVISION OF ADMINISTRATIVE SUPPORT STAFF
- APPROVAL OF TIMESHEETS FOR ADMINISTRATIVE SUPPORT STAFF
- MIS ADMINISTRATOR
- COORDINATE GRANT APPLICATION PAPERWORK
- SUBMIT GRANT PROGRESS REPORTS
- APPROVE ALL FIELD STAFF SUPPLY ORDERS AND TRAVEL VOUCHERS
- ASSIST WITH DEVELOPMENT OF STAFF TRAINING
- COORDINATE STAFF TRAINING
- DRUG COURT COURTNET ADMINISTRATOR
- COORDINATE AND MONITOR PROGRESS OF NEW FACILITIES
- COORDINATE INTERVIEW AND EMPLOYEE ORIENTATION FOR NEW STAFF
- ATTEND ALL QUARTERLY SUPERVISOR MEETINGS
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED



Case Specialist I - ADC

Details

Job ID : 296

Title : Case Specialist I - ADC

Job Code : 706

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CASE MANAGEMENT, MONITORING AND REFERRAL OF PARTICIPANTS IN THE AREAS OF SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Knowledge of Criminal Justice system, substance abuse, or related community resources
- 4 Year College Degree in a Human Services Field; A 4 year degree with a concentration of 20 hours in a human service field will substitute (If the degree is not in a human services field, official transcripts must be provided when the application is submitted)
- Experience as follows may substitute for degree: Graduate of an adult Drug Court, at least 2 years prior to applying, with no criminal history following Drug Court graduation; Continued sobriety for a minimum of 2 years, and active participation in the recovery community (for example - being a sponsor, leading self-help groups, etc)

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAINTAINS A PARTICIPANT CASELOAD
- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO PARTICIPANTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS PARTICIPANTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- ASSISTS IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- APPEARS IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- ENTERS DATA INTO MIS
- ROTATING ON-CALL SCHEDULE
- OTHER DUTIES AS ASSIGNED



Case Specialist II - ADC

Details

Job ID : 297

Title : Case Specialist II - ADC

Job Code : 806

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CASE MANAGEMENT, MONITORING AND REFERRAL OF PARTICIPANTS IN THE AREAS OF SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- Knowledge of Criminal Justice system, substance abuse, or related community resources
- 4 Year College Degree in a Human Services Field; A 4 year degree with a concentration of 20 hours in a human service field will substitute (If the degree is not in a human services field, official transcripts must be provided when the application is submitted)
- Experience as follows may substitute for degree: Graduate of an adult Drug Court, at least 2 years prior to applying, with no criminal history following Drug Court graduation; Continued sobriety for a minimum of 2 years, and active participation in the recovery community (for example - being a sponsor, leading self-help groups, etc)
- 2 years of experience in related field must be as Case Specialist I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAINTAINS A PARTICIPANT CASELOAD
- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO PARTICIPANTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS PARTICIPANTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- ASSISTS IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- APPEARS IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- ENTERS DATA INTO MIS
- OTHER DUTIES AS ASSIGNED



Case Specialist III - ADC

Details

Job ID : 298

Title : Case Specialist III - ADC

Job Code : 906

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CASE MANAGEMENT, MONITORING AND REFERRAL OF PARTICIPANTS IN THE AREAS OF SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- Knowledge of Criminal Justice system, substance abuse, or related community resources
- 4 Year College Degree in a Human Services Field; A 4 year degree with a concentration of 20 hours in a human service field will substitute (If the degree is not in a human services field, official transcripts must be provided when the application is submitted)
- Experience as follows may substitute for degree: Graduate of an adult Drug Court, at least 2 years prior to applying, with no criminal history following Drug Court graduation; Continued sobriety for a minimum of 2 years, and active participation in the recovery community (for example - being a sponsor, leading self-help groups, etc)
- 4 Years of related experience must be as a Case Specialist II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAINTAINS A PARTICIPANT CASELOAD
- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO PARTICIPANTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS PARTICIPANTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- ASSISTS IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- APPEARS IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- ENTERS DATA INTO MIS
- OTHER DUTIES AS ASSIGNED



Clinical Supervisor - ADC

Details

Job ID : 402

Title : Clinical Supervisor - ADC

Job Code : 1306

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR EVALUATING AND ENFORCING TREATMENT REGULATIONS, POLICIES AND PROCEDURES OF THE DRUG COURT PROGRAM. PROVIDE ONGOING MONITORING, SUPERVISION, CONSULTATION AND TRAINING TO ALL STAFF INVOLVED WITH TREATMENT AND CASE MANAGEMENT OF DRUG COURT PARTICIPANTS. CONDUCT GROUP COUNSELING FOR THE DRUG COURT PROGRAM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES
- 4 YEAR COLLEGE DEGREE MUST BE IN COUNSELING, PSYCHOLOGY, SOCIAL WORK OR RELATED FIELD
- CADC, LCSW, LICENSED PSYCHOLOGIST, CERTIFIED PROFESSIONAL COUNSELOR, OR OTHER MEETING THE REQUIREMENTS OF 908KAR1:370(8) SECTION 8
- MUST HAVE COMPLETED 12 HOURS OF SPECIALIZED TRAINING IN CLINICAL SUPERVISION AND 12 HOURS OF SPECIALIZED CASE MANAGEMENT TRAINING
- 2 YEARS RELATED EXPERIENCE MUST INCLUDE 2 YEARS SUPERVISORY EXPERIENCE POST CADC CERTIFICATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO ORGANIZE AND PRIORITIZE TASKS AS REQUIRED
- ABILITY TO MAINTAIN UTMOST CONFIDENTIALITY OF INFORMATION RELATED TO THE COURSE OF EMPLOYMENT

Job Preferred Knowledge

- KNOWLEDGE OF THE CRIMINAL JUSTICE SYSTEM

Job Duties

- REVIEW REPORTS FROM TREATMENT STAFF TO ENSURE COMPLIANCE WITH POLICIES AND PROCEDURES
- PARTICIPATE IN COUNSELING AND TREATMENT OF PARTICIPANTS
- KEEPING UPDATED ON THE LATEST SUBSTANCE ABUSE RELATED LITERATURE, PRACTICES, AND INTERVENTIONS AND DISSEMINATING THE INFORMATION TO STAFF INVOLVED WITH THE TREATMENT AND CASE MANAGEMENT OF DRUG COURT PARTICIPANTS
- PROVIDE QUALITY ASSURANCE WITHIN THE PROGRAM AND FOR FACILITIES TO WHICH PARTICIPANTS ARE REFERRED
- REVIEW, MAINTAIN, AND ENSURE THAT CASE FILES ARE ORGANIZED, CURRENT, AND MEET ALL REQUIREMENTS OF 908 KAR 1:370 LICENSING PROCEDURES AND STANDARDS FOR PERSONS AND AGENCIES OPERATING NON-MEDICAL AND NON-HOSPITAL BASED ALCOHOL AND OTHER DRUG ABUSE TREATMENT PROGRAMS
- ASSIST PROGRAM SUPERVISOR IN THE AREA OF COMMUNITY DEVELOPMENT BY CONSULTING WITH AND MAINTAINING



Clinical Supervisor - ADC

Job Duties

- COMMUNICATION AND EFFECTIVE WORKING RELATIONSHIPS WITH SERVICE PROVIDERS AND COMMUNITY AGENCIES
- OTHER DUTIES AS REQUIRED



Program Supervisor - ADC

Details

Job ID : 299

Title : Program Supervisor - ADC

Job Code : 908

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR PROVIDING SUPERVISION OVER LOCAL DRUG COURT PROGRAM AND ENSURING PARTICIPANTS ARE COMPLYING WITH PROGRAM REQUIREMENTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, SUBSTANCE ABUSE, AND RELATED COMMUNITY RESOURCES.
- 2 YEARS RELATED EXPERIENCE MUST BE WITH SUBSTANCE ABUSE ISSUES
- 4 YEAR DEGREE MUST BE IN A HUMAN SERVICES FIELD

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAY BE RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING AN ELIGIBILITY ASSESSMENT AND OTHER INFORMATION
- RESPONSIBLE FOR PREPARING AN INDIVIDUALIZED PROGRAM PLAN FOR EACH PARTICIPANT TO DETERMINE THE APPROPRIATE COUNSELING ASSIGNMENTS AND SUPPORT SERVICES NEEDED
- WORKS WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES SUCH AS FINANCIAL ASSISTANCE, ALTERNATIVE HOUSING, MEDICAL SCREENING, EDUCATIONAL AND VOCATIONAL REHABILITATION, AND SUBSTANCE ABUSE TREATMENT
- ACTS AS LIAISON TO PROMOTE THE DRUG COURT PROGRAM IN THE LOCAL COMMUNITY
- RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA AS REQUIRED
- PROVIDES CASE MANAGEMENT FOR 15-18 PARTICIPANTS
- ENTERS DATA IN MIS
- ASSISTS IN TRAINING CASE SPECIALIST
- SUPERVISES CASE SPECIALISTS
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED



Recovery Coordinator - ADC

Details

Job ID : 459

Title : Recovery Coordinator - ADC

Job Code : 1006

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ELIGIBILITY ASSESSMENTS FOR A DRUG COURT PROGRAM AND CONDUCTING EDUCATIONAL GROUPS WITH PARTICIPANTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES.
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE SOME EXPERIENCE CONDUCTING GROUP INTERACTIONS
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- LPCC, CADIC, LCSW, OR EQUIVALENT CREDENTIALS
- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM

Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING AN ELIGIBILITY ASSESSMENT
- WILL CONDUCT INDIVIDUAL, FAMILY AND GROUP EDUCATIONAL/RECOVERY SESSIONS IN VARIOUS SETTINGS INCLUDING THE DETENTION CENTER
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- MAY WORK WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES TO DRUG COURT PARTICIPANTS
- RESPONSIBLE FOR MAINTAINING AND REPORTING DATA
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED



Regional Specialist

Details

Job ID : 539

Title : Regional Specialist

Job Code : 1041

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Drug Court

Purpose

Responsible for temporary coverage of vacant positions statewide in order to assure compliance with Court of Justice and Drug Court policies.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Work Experience

Job Required Knowledge

- 4 year college degree in Human Services field
- Experience for degree @ 1:1
- 3 years of related experience including conducting group interactions

Job Skills/Abilities

- Basic computer skills
- Communication skills
- Travel statewide

Job Preferred Knowledge

- Knowledge of criminal justice system, substance abuse and related community resources

Job Duties

- Fill in for vacant staff statewide
- Conduct duties of Case Specialist, Program Supervisor, or Recovery Coordinator
- Conduct Eligibility Assessments in drug court office, detention center, or regional prison
- Provide case management services
- Conduct group substance abuse educational sessions
- Assist in training new employees
- Enter data in MIS
- Attend drug court team meetings and drug court sessions
- other duties as assigned



Regional Supervisor - ADC

Details

Job ID : 464

Title : Regional Supervisor - ADC

Job Code : 1106

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR SUPERVISION OF FIELD STAFF, WITHIN AN ASSIGNED REGION, IN ORDER TO ASSURE COMPLIANCE WITH COURT OF JUSTICE POLICIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- TRAVEL STATEWIDE
- COMMUNICATION SKILLS

Job Preferred Knowledge

- CAD/C
- PREVIOUS DRUG COURT EXPERIENCE PREFERRED

Job Duties

- SITE VISITS AT LEAST ONCE A QUARTER
- ACTS AS LIAISON BETWEEN DRUG COURT STAFF, JUDGE AND DRUG COURT TEAM
- INTERVIEWS AND RECOMMENDS HIRING OF NEW STAFF
- SUPERVISES, EVALUATES AND SUGGESTS IMPROVEMENTS TO ASSIST STAFF
- CONDUCTS ON-THE-JOB TRAINING AND ASSISTS WITH OTHER TRAININGS
- PREPARES FIELD REPORTS
- REVIEWS AND MONITORS TIME SHEETS, TRAVEL VOUCHERS AND PROGRAM STATISTICS
- INVESTIGATES PERSONNEL ISSUES, MAKES RECOMMENDATIONS AND IMPLEMENTS SOLUTIONS
- TRAVELS STATEWIDE
- OTHER DUTIES AS ASSIGNED



Student Intern - Drug Court

Details

Job ID : 515

Title : Student Intern - Drug Court

Job Code : 999

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Drug Court

Purpose

Provide supportive and positive learning environments that promote leadership, increase knowledge, develop and refine skills and strengthen professional values in student interns as they prepare for careers in helping professional values in student interns as they prepare for careers in the helping professions.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : None

Job Required Knowledge

- Must be a senior enrolled in an accredited college or university or enrolled in graduate school
- Must be majoring in or have an area of concentration in one of the following areas: Social Work; Psychology; Law Enforcement; Criminal Justice, or other related field
- Sign Waiver of Confidentiality
- Submit to a Administrative Office of the Courts Courtnet Criminal History Check
- Complete a Learning Contract which is to be approved by Drug Court Staff and University Faculty

Job Skills/Abilities

- Phone Skills
- Computer Skills
- Effective communication skills both written and oral

Job Preferred Knowledge

- All students interns are expected to demonstrate professional behavior by being punctual, keeping commitments, following:
- Agency Policies
- Exercising Good Judgement
- Adhering to the Social Work Code of Ethics and Values
- Using supervision in appropriate manner
- Engaging in self-evaluation and learning

Job Duties

- Assist Case Specialist with reporting
- Assist with administrative duties: answering phones, copying, filing, etc.
- Assist in Court procedures paperwork
- MIS recording
- Ordering and stocking of Drug Screen materials and supplies
- Cleaning as needed



Substance Abuse Counselor - ADC

Details

Job ID : 461

Title : Substance Abuse Counselor - ADC

Job Code : 1034

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ASSESSMENTS AND CONDUCTING THERAPEUTIC/EDUCATIONAL/SUBSTANCE ABUSE TREATMENT GROUPS WITH DRUG COURT PARTICIPANTS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF ADULT SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 3 YEARS RELATED EXPERIENCE MUST INCLUDE EXPERIENCE CONDUCTING GROUP INTERACTIONS

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS
- ABILITY TO MAINTAIN UTMOST CONFIDENTIALITY OF INFORMATION RELATED TO THE COURSE OF EMPLOYMENT

Job Preferred Knowledge

- LPCC, CADC, LCSW, OR EQUIVALENT CREDENTIALS
- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM

Job Duties

- CONDUCT PROGRAM/PHASE ORIENTATION AND INFORM PARTICIPANTS OF LEGAL REQUIREMENTS AND IMPLICATIONS CONCERNING TREATMENT
- ASSESS AND ESTABLISH TREATMENT PLAN FOR PARTICIPANTS
- PROVIDE CLINICAL CASE MANAGEMENT
- CONDUCT INDIVIDUAL, FAMILY AND GROUP THERAPEUTIC/EDUCATIONAL/SUBSTANCE ABUSE TREATMENT SESSIONS/AND CRISIS INTERVENTION
- CONDUCT DISCHARGE PLANNING AND PROVIDE REFERRALS FOR CONTINUING TREATMENT
- PROVIDE FOLLOW-UP CONTACT AS NEEDED
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- COMMUNICATE WITH CASE SPECIALISTS TO SECURE RESOURCES FOR PARTICIPANTS AND PROVIDE STATUS UPDATES OF PARTICIPANTS
- MAINTAIN FILES, RECORDS, LEGAL AND CASE DOCUMENTATION IN ACCORDANCE WITH ESTABLISHED REGULATORY POLICIES AND PROCEDURES
- ATTEND STAFF MEETINGS, IN-SERVICE TRAININGS, WORKSHOPS, AND INTER-AGENCY CONFERENCES TO COORDINATE SERVICES
- ATTEND CLINICAL STAFF CONFERENCES FOR CASE REVIEW AND CONSULTATION AS NEEDED



Substance Abuse Counselor - ADC

Job Duties

- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED